

CITY OF SOUTH BEND/ST. JOSEPH COUNTY  
BUILDING DEPARTMENT  
125 SOUTH LAFAYETTE BOULEVARD, SUITE 100  
SOUTH BEND; IN DIANA 46601  
574-235-9554  
574-235-5541 FAX

## **BUILDING CONTRACTORS REGISTRATION REQUIREMENTS**

1. Complete Contractor Pre-Licensing Registration form
2. Provide Surety Bond as follows:
  - In the amount of \$5,000.00
  - Principal's name on bond should match name used on registration.
  - Original bond is required and must be signed.
  - Term of bond must be for a one (1) year period with a beginning date and ending date.
  - Bond must name the City of South Bend/St. Joseph County as the obligee.
  - Bond must have a bond number.
  - Bond form should indicate BUILDING CONTRACTOR
3. \$125.00 annual registration fee is required.

(BUILDING CONTRACTORS include but are not limited to: homebuilders, remodeling, concrete, framing, siding, roofing, drywall, masonry, trim, steel erectors, fire protection sprinkler, fencing, swimming pools, commercial hood installers, lawn sprinklers, water softener, carpentry).

Questions?

Call 574-235-9554 or email [building@southbendin.gov](mailto:building@southbendin.gov)